**IT Applications, Unit 4**

**Ch Developing a solution using spreadsheet software, p 213-**

Case Study: Point Pleasant Social Service Program – organisational outline and current practice

**Creating a solution using a spreadsheet:**

1. **List some things to consider when creating the spreadsheet.**

* Create a “date entry” sheet in which all raw data can be entered and validate. Data should only be entered once.
* Create professional-looking reports by minimising the amount of clutter around the report.
* Create charts that clearly show the visual data required.
* When creating your formulas, experiment with different sets of “test data”.
* Create a prototype or mock-up of your solution and get someone who doesn’t know spreadsheets to test your solution.

1. What is the process for illustrating to clients that their needs have been met?

In the end of development process, a collection of annotated screen dumps can be used to demonstrate to the client that their needs have been met through the development of their software solution.

**Testing the solution**

1. List the typical spreadsheets features to test.

* any calculations
* validation
* lookups
* macros
* charts
* sorting of data

1. When should the test data been generated?

It is important that the tester generates their own test data so that they know what answers the spreadsheets components should generate.

1. What is user acceptance testing?

User acceptance also needs to be tested. In other words, does the user approve of the solution and output and can they find the information they need.

1. How is this testing carried out?

Testing is carried out by questionnaire asking.

**User documentation**

1. What does the documentation process involve?

The documentation process involves creating step-by-step instructions for users to work with the solution.

1. How is user documentation now created?

The documentation has traditionally been printed, but it is now more common to find it created for onscreen use.

**Evaluating a spreadsheet solution**

1. What is the purpose of evaluation?

The purpose of evaluation is to ensure that the solution meets the needs of the user in that it solves the problems with the current system as identified in the analysis stage.

1. The evaluation strategy is broken down into 2 activities. What are these 2 activities?

Creating an evaluation strategy is the first of the two activities.

The second evaluation activity involves reporting on the extent to which the solution meets the requirements of the user/client.

1. List the steps undertaken in the process to report on the extent to which the solution meets the requirements of the user/client.

Specify the focus of the evaluation, making sure you know exactly what it is that needs to be evaluated.

Establish why the evaluation is taking place.

Identify who should receive the information gathered as a result of the evaluation.

Establish the key questions to be asked to the main stakeholders and how the answers can be collected and analysed.

Determine how the results of the evaluation will be disseminated and what changes, if any, should take place to make solution effective.